

CITY OF MUSKEGON
PLANNING COMMISSION
REGULAR MEETING
MINUTES

August 15, 2013

Chairman T. Michalski called the meeting to order at 4:00 p.m. and roll was taken.

MEMBERS PRESENT: L. Mikesell, B. Mazade, J. Doyle, B. Larson, B. Smith, T. Michalski,
L. Spataro

MEMBERS ABSENT: S. Gawron, excused

STAFF PRESENT: M. Franzak, D. Renkenberger

OTHERS PRESENT: D. Hoffman, Family Promise of the Lakeshore; V. Jackson, 493 Catawba

APPROVAL OF MINUTES

A motion that the minutes of the regular meeting of July 11, 2013 be approved, was made by J. Doyle, supported by B. Mazade and unanimously approved.

PUBLIC HEARINGS

Hearing, Case 2013-11: Request for a Special Use Permit (SUP) to operate a social services center in an RM-1, Medium Density Multiple Family Residential district at 1275 Kenneth Street, by Family Promise of the Lakeshore. M. Franzak presented the staff report. The subject lot measures approximately 37,461 square feet (0.86 acres) and the building is approximately 14,000 square feet. The building will house the administrative offices for Family Promise, a day care center, four apartment units and possibly a catering business. The property is zoned RM-1, Medium Density Multiple Family Residential. Professional offices and catering businesses require a special use permit in this zoning district. The other uses are allowed by right. The current parking lot contains 13 parking spaces. The site plan shows an additional 6 spaces to be added to the eastern corner of the property. Staff believes that this amount of parking will be sufficient.

D. Hoffman, president of the board of trustees of Family Promise of the Lakeshore, provided information on the organization and the services they provide. T. Michalski asked if the nursing home was still at that location. D. Hoffman stated that the nursing home had moved to a new location. He stated that Family Promise would have a small number of office staff in the building to support the families in the programs. L. Spataro asked if there would be a restriction on the office hours, since this was in a residential area. M. Franzak stated that the board could limit hours of operation by placing conditions on the special use permit. L. Spataro asked for clarification on the use of the kitchen for a catering business. He was concerned that the place could be used as a rental hall for outside events, which would not be appropriate in the residential area. D. Hoffman stated they would not be using the building for any kind of rental hall, but would use the kitchen to cook for in-house functions and possibly for events held elsewhere. T. Michalski asked how long families would be able to stay at the facility. D. Hoffman stated that 30 to 60 days was the norm, but families would be allowed to stay longer when necessary. He expected that would be no longer than 1 to 2 years. L. Spataro asked about the number of apartments in the building. D. Hoffman stated there would be 8 at the most. J. Doyle

asked if there were any requirements for parking lot lighting. M. Franzak stated that there were not, for a parking lot this size. T. Michalski asked that the organization be cognizant of light pollution in the area. D. Hoffman stated that he was aware of that concept and had been considering LEED certification. He was not sure yet that they would be able to accomplish that, but did intend to have an energy-efficient facility.

V. Jackson lived near the facility and was concerned with parking in the area, since it was only allowed on one side of the street on Catawba. M. Franzak explained the parking requirements, and stated that this building would actually have more parking now, with the proposed changes. The resident of 590 Catawba spoke in favor of the request. She stated that she had been a client of Family Promise and they had some great programs. L. Spataro asked how many off-street parking spaces were required. M. Franzak stated that he calculated a total of 17 required spaces, and the plan showed two more than that. D. Hoffman stated that he expected to have less traffic at their facility than the nursing home had before them.

A motion to close the public hearing was made by B. Larson, supported by L. Spataro and unanimously approved.

A motion that the request for Special Land Use Permit, per section 701 of Article VII of the Zoning Ordinance, to allow professional offices and a catering business in a RM-1 zoning district at 1275 Kenneth Street, by Family Promise of the Lakeshore, be approved, based on compliance with the City's Master Land Use Plan and conditions set forth in Section 2332 of the City of Muskegon Zoning Ordinance, was made by J. Doyle, supported by L. Mikesell and unanimously approved.

L. Spataro asked if there needed to be language in the approval to restrict the use of the facility for a rental hall. B. Mazade thought the ordinance language was clear enough to prevent that use.

NEW BUSINESS

None

OLD BUSINESS

None

OTHER

Extending the Master Plan – Staff introduced a letter from City Attorney John Schrier regarding extension of the Master Plan. Staff recommends extending the current Master Plan rather than rewriting it at this point, and instead focusing on updating the Zoning Ordinance, which has only had one comprehensive update since 1957.

A motion to allow staff to extend the City's Master Plan was made by B. Larson, supported by L. Spataro and unanimously approved.

There being no further business, the meeting was adjourned at 4:26 p.m.